

PARK COUNTY, MONTANA

Deputy Clerk and Recorder

POSITION IDENTIFICATION

Functional Title: Deputy Clerk and Recorder
Department: Clerk and Recorder Office
Supervisor: Clerk and Recorder/Election Administrator/Surveyor
Subordinates: None
Status: Non-exempt
Pay Rate: Probation pay rate (Grade 10) will be \$11.00 hourly
Benefits: Sick leave, vacation, holiday pay, and health insurance benefits.

ASSIGNED DUTIES AND TASKS

Position overview:

This is a full time position that is located in the Clerk and Recorder's Office and is responsible for receiving and processing documents, providing assistance to the general public, collecting and receipting fees received, conducting research, and a variety of other duties related to office operations. The position reports to the Clerk & Recorder.

Proficiency with computer skills and data entry is required for this position.

Each duty listed below makes up at least 20% of the job, and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated.

DAILY DOCUMENT PROCESSING AND INFORMATION MANAGEMENT

- 1) Receives various incoming documents for recording and verifies compliance with specific recording regulations prior to accepting. Contacts the appropriate party to correct problems(s), returns paperwork, or refers complex problems to the Deputy Recording Clerk.
- 2) Indexes documents into the computer by entering recording information, buyer, seller, legal description of property, and other information.
- 3) Verifies indexing by reviewing and checking data entered in computer in comparison to applicable documentation to ensure accuracy and completeness. Identifies errors and makes corrections as needed.
- 4) Scans and processes various documents, plats and surveys into the permanent record, in accordance with quality control standards. Coordinates scanning processes, review and proofs scanned documents for quality, and ensures appropriate recording of documents in computer, by operating specialized equipment.
- 5) Conducts platting activities to ensure proper correlation between documents and plat books.
- 6) Records and files information to ensure accuracy of records retrieval and compliance with document recording procedures, rules and laws.
- 7) Mails original documents to customers once they have been recorded.
- 8) Creates certified copies of birth and death records and other documents upon request according to established rules, regulations, and procedures. Verifies identification of requestors in accordance with administrative rules and certification requirements, collects applicable fees, and issues documents and receipts.

PROGRAM AND ADMINISTRATIVE SUPPORT

- 1) Provides assistance to telephone callers and walk-in visitors by responding to a wide variety of general and specific inquiries, interpreting information needs, locating applicable resources, or connecting them with the appropriate staff member or offices. Conducts research as needed to effectively respond to inquiries (e.g. birth and death records, general title research, various land records, etc).
 - 2) Receives fees and monies for various services provided. Determines appropriate fee amounts based on type of service, collects money, enters fee amounts in computer, and issues receipts to customers.
 - 3) Creates daily reports and balances cash stations. Generates daily financial reports, accounts receivable and deposits by identifying and compiling appropriate data in computer, reviews reports for accuracy, identifies and resolves errors or inconsistencies.
 - 4) Prepares duplicate document images and data extracts for title companies.
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OTHER DUTIES AS ASSIGNED

Performs a variety of other duties as assigned by Deputy Recording Clerk. This includes participating in special projects, occasionally filling in for other employees, participating in ongoing training, and a variety of other functions as needed.

KNOWLEDGE

This work requires knowledge of federal, state and county election laws, rules, and procedures; reading and interpreting legal descriptions and documentation; records management; research methods; customer service techniques; skill in the use of various computer software and systems; and the ability to communicate effectively both verbally and in writing. This position must have the knowledge and ability to handle sensitive and confidential information on a daily basis.

Education and Experience

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school plus one (1) year job-related work experience. The job is learned with on-the-job training.

ACCOUNTABILITY

This position makes decisions regarding the overall acceptability of legal documentation and records received and provided by the County in accordance with varied regulations and requirements. Standardized recording practices and procedures, guidelines, and methods are available to ensure compliance with statutes, rules, requirements, and laws. Specific laws, regulations and processes are available and must be followed. The incumbent is empowered to exercise good judgment in applying these laws, regulations and processes.

INDEPENDENCE OF ACTION

The position works within established reception and customer service techniques; documentation and records management guidelines and Clerk and Recorder Elections Office guidelines and policies. The Clerk and Recorder is available to provide assistance as needed.

PERSONAL CONTACTS

This person has contacts with title companies, realtors, appraisers, surveyors, attorneys, other county employees, and members of the public to exchange factual information, coordinate routine activities, resolve problems, provide assistance in locating specific records, and respond to various inquiries that may require some interpretation of agency policies.

ADDITIONAL COMPENSABLE FACTORS

Supervision Exercised

This position does not supervise other county employees. The position may occasionally fill in for other staff, or coordinate special projects as directed.

Work Environment/Physical Demands

- Work is primarily performed in a normal office environment, involving physical demands associated with working on a computer and a scanner, communicating over the phone and in person, lifting 40-50 pound boxes and working overtime during election cycles.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with other county employees and the general public both in person and over the telephone.
- Sufficient vision, with or without correction, which permits the employee to produce and view a wide variety of written materials and to make and retrieve computer data and information entries.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and to make handwritten notations and to move files as needed.

Certificates, Licenses, Registrations

- Driver's License
- Position is non-union and has a 6 month probationary period.
- Extensive review of work records will be done